

**California Code of Regulations**

**Title 19 Public Safety Code**

**Division 1**

**Chapter 17**

**Article 1-2**

**Sections 2400-2500.13**

**ARTICLE 1        ADMINISTRATION**

**2400.00        TITLE**

These regulations shall be known as the "Training Regulations of the State Fire Marshal" and shall constitute the basic State Fire Marshal training standards of the California Fire Service Training and Education Program which includes the California Fire Service Training and Education System (CFSTES) and the California Fire Service Training and Education Program (FSTEP). They may be cited as such and will be referred to herein as "these regulations".

**Note:** Authority cited: Sections 13155-13159.4 and 13159.7-13159.10 Health and Safety Code.

**2400.01        PURPOSE**

These regulations establish minimum standards for a statewide training and certification system for the California fire service.

**Note:** Authority cited: Sections 13156(a), (b) and (e), Health and Safety Code.

**2400.02        SCOPE**

(a) These regulations shall govern the California Fire Service Training and Education Program established in the Office of the State Fire Marshal.

**Note:** Authority cited: Sections 13157 and 13157(a), Health and Safety Code.

(b) These regulations shall govern the development and maintenance of the California Fire Service Training and Education Program including:

(1) Curriculum development and delivery (in accordance with Sections 13157(b) and 13159.8(b) of the Health and Safety Code),

(2) Instructor requirements (in accordance with Sections 13159(b), 13159.8(a) of the Health and Safety Code),

(3) Accreditation of regional and local academies and training facilities (in accordance with Sections 13159(d), 13159.8(b) and (f) of the Health and Safety Code).

(4) Establish safety policies and administrative procedures for the management of the training system (in accordance with Sections 13156(a), (b), (e), (f), 13157(a)(c) and 13158 of the Health and Safety Code).

(c) These regulations shall govern the fees established by the California Fire Service Training and Education Program in accordance with Sections 13157(d) and (e) and 13159.8(e) of the Health and Safety Code.

**Note:** Authority cited: Sections 13155-13159.4 and 13159.7-13159.10 Health and Safety Code

### **2400.03      Participation in the California Fire Service**

#### **Training and Education Program**

The recommended minimum standards established in these regulations shall not apply to any agency of the state or any agency of any political subdivision within the state unless that agency elects to be subject to these standards.

**Note:** Authority cited: Section 13159.8(h) Health and Safety Code.

### **2400.04      Program Management**

The State Fire Marshal, with policy guidance and advice from the Statewide Training and Education Advisory Committee (STEAC) and the State Board of Fire Services (SBFS), is responsible for the management and coordination of the California Fire Service Training and Education Program.

In carrying out these responsibilities of the California Fire Service Training and Education Program the State Fire Marshal shall maintain control over the quality and consistency of CFSTES and FSTEP instructors, facilities, and curriculum.

**Note:** Authority cited: Section 13142(a), (c), 13157, 13158, 13159, 13159.1, 13159.4, 13159.7, 13159.8 and 13159.9, Health and Safety Code.

### **2400.05      Enforcement of Regulations**

The provisions of these regulations shall be enforced upon any agency of the state or any agency of any political subdivision within the state that elects to be subject to the enforcement of these standards by the State Fire Marshal, the Division Chief of State Fire Training, State Fire Training staff and/or representatives within the fire service community authorized by the State Fire Marshal.

**Note:** Authority cited: Section 13157(a), Health and Safety Code.

#### **2400.06      Petition for Alternative Application to Methods and Procedures**

The State Fire Marshal designates the Division Chief of State Fire Training as the Administrative Manager of the California Fire Service Training and Education Program in accordance with Section 13158, 13159, 13159.1, 13159.4, 13159.8 of the Health and Safety Code.

(a) The Division Chief of State Fire Training shall review and approve, or deny, written petitions for alternative applications to the methods and procedures incorporated by reference to this regulation in Section 2500.00.

**Note:** Authority cited: Section 13157(a) and 13158 Health and Safety Code.

#### **2400.07      Appeals to Alternative Application to Methods and Procedures**

When a written petition for an alternative application to the methods and procedures has been denied by the Division Chief of State Fire Training, the applicant may file an appeal to the Statewide Training and Education Advisory Committee (STEAC) and/or the State Board of Fire Services (SBFS). If the petition is again denied, the applicant can appeal in writing directly to the State Fire Marshal for reconsideration. The decision of the State Fire Marshal shall be final and binding.

**Note:** Authority cited: Section 13157, 13159 and 13159.8, Health and Safety Code.

### **Article 2                      GENERAL PROVISIONS**

#### **2500.00      Incorporated References**

Administrative procedures for the California Fire Service Training and Education Program shall consist of various documents including: "State Fire Training Procedures Manual (January 2008)", "Course Information and Required Materials Manual (January 2008)" and the "Curriculum Development Guidelines (January 2008)". Registered instructors and State Fire Marshal staff shall ensure that all applicable instructions in the incorporated referenced documents are followed to become a registered instructor and to instruct State Fire Marshal accredited courses.

**Note:** Authority cited: Section 13157 Health and Safety Code.

#### **2500.01      Course Development**

Development of courses to be accredited by the State Fire Marshal for CFSTES shall follow all procedures in the "Course Development Guidelines (January 2008)" incorporated by reference in Section 2500.00.

**Note:** Authority cited: Section 13159 (d) and 13159.8(b), Health and Safety Code.

## **2500.02      Accredited and Approved Course**

### **Curriculum and Course Certificate**

Registered instructors shall not delete any material from an accredited or approved curriculum, as referenced in the "Course Information and Required Materials Manual (January 2008)," unless approved in writing by the Division Chief of State Fire Training per Section 2400.06, CCR.

(a) This section shall not prohibit registered instructors from adding additional material which exceeds the minimum requirements established for the course curriculum, with the condition that that additions do not conflict with the established State standards and recognized procedures pursuant to this regulation.

(b) An accredited course is a class that meets the State Fire Marshal (SFM) minimum course construction and includes some form of examination or evaluation to determine student competency.

(1) A student successfully completing an accredited course will receive a certificate that can lead to position certification in a specialized career track within the California Fire Service Training and Education System (CFSTES).

(c) An approved course is a class approved by the State Fire Marshal and shall meet minimum course construction and follow procedures in the "Course Development Guidelines (January 2008)" incorporated by reference in Section 2500.00.

(1) Approved courses shall include some form of evaluation of student competency.

(2) A student successfully completing an approved course will receive a course completion certificate. All approved courses are classified as the Fire Service Training and Education Program (FSTEP) which does not lead to certification.

**Note:** Authority cited: Section 13157(b), 13159.1(a), 13159.8(b) Health and Safety Code.

## **2500.03      Accredited Course Examinations**

(a) Certified written exams for accredited courses listed in the Course Information and Required Materials Manual shall only be developed and revised under the supervision of State Fire Training.

(b) Certified written exams shall only be administered, corrected, and scored by a registered instructor or representative of the community college.

(c) No registered instructor or staff working with a registered instructor is permitted to reveal to any student the answers to any certified exam, including any previous editions to the exam.

(d) Registered instructors shall use the most current revision of the certified written exam available from the State Fire Marshal.

(e) Any student who fails to pass an exam after two attempts shall be required to retake the entire course in which they seek certification.

(f) Any student found cheating during the administration of a certified exam shall not be permitted to complete the exam and will receive a zero (0) score for the exam.

(g) Students are not permitted to retain or copy any certified exam (including previous editions). Registered instructors must ensure that all certified exams distributed during the administration of the exam are returned and accounted for.

(h) Breaches of test security by a registered instructor, institution or agency proctoring the exam shall result in a \$500 fee to recover cost to have the exam rewritten.

**Note:** Authority cited: Section 13159.8(c), (d) and (e) Health and Safety Code.

#### **2500.04 Registered Instructors**

All instructors under the California Fire Service Training and Education Program shall be registered with the State Fire Training Division following the procedures for each course specialty as outlined in the "State Fire Training Procedures Manual" per section 2500.00, CCR.

(a) *Registered Instructors* shall complete specific CFSTES courses, meet minimum work experience, meet minimum educational experience, and shall be issued a registration certificate by the State Fire Marshal. A registered instructor can be approved to teach either or both California Fire Service Training and Education System (CFSTES) and Fire Service Training and Education Program (FSTEP) courses.

(1) *Senior Instructor* shall meet minimum qualifications to administer accredited and/or approved Rescue related courses per "State Fire Training Procedures Manual," Section 2500.00 CCR.

(2) *Primary Instructor* has the lead responsibility for the delivery of a SFM CFSTES course and is authorized to teach and proctor CFSTES courses and exams per "State Fire Training Procedures Manual," Section 2500.00 CCR.

(3) *Assistant Instructor* shall meet minimum instructor criteria and work under the direct supervision of a primary instructor for the primary delivery of SFM accredited and approved courses per "State Fire Training Procedures Manual," Section 2500.00 CCR.

(4) *Qualified Instructor* shall meet minimum instructor criteria to deliver courses within the Fire Service Training and Education Program (FSTEP) per “State Fire Training Procedures Manual,” Section 2500.00 CCR.

**Note:** Authority cited: Section 13159(d) Health and Safety Code.

## **2500.05      Accredited Facilities**

The State Fire Marshal, with a recommendation from the State Board of Fire Services (SBFS) and/or the Statewide Training and Education Advisory Committee (STEAC) shall authorize community colleges and local fire departments to administer CFSTES courses and exams and/or FSTEP classes after these agencies apply to become an “Accredited Regional Training Program”, an “Accredited Local Academy” or an “Accredited Rescue Training Site” with State Fire Training following the accreditation procedures specified in the “State Fire Training Procedures Manual” per Section 2500.00, CCR.

(a) An “Accredited Regional Training Program (ARTP)” is an educational institution, such as a community college, which has been accredited by the SFM to deliver SFM accredited and approved courses as described in the “State Fire Training Procedures Manual” per Section 2500.00 CCR.

(b) An “Accredited Local Academy (ALA)” is a single fire agency actively providing state, municipal, county, or fire district fire protection services (serving a specific authority having jurisdiction), which has been approved by the SFM to deliver SFM accredited and approved courses as described in the “State Fire Training Procedures Manual” per Section 2500.00 CCR.

(c) An “Accredited Rescue Training Site (ARTS)” is a training facility that meets the site, training prop, tools and equipment requirements for Rescue Systems 1, Rescue Systems 2 and/or Confined Space Rescue requirements as described in the State Fire Training Procedures Manual per Section 2500.00 CCR.

(d) These facilities shall be cited as “accredited facilities” in these regulations

**Note:** Authority cited: Section 13142.4, 13157(a), 13159 (b), (d) and (f) Health and Safety Code.

## **2500.06      Safety Policy**

All registered instructors who are conducting or participating in any State Fire Marshal accredited or approved course shall include, where appropriate, a safety plan as part of the instructional process. The plan should address, but is not limited to the following elements: safe operating procedures, location of exits, emergency notification phone numbers for staff and students, location of first aid equipment, and the locations of appropriate medical facilities. This safety plan shall be communicated to the students.

**Note:** Authority cited: Section 13156(f) and 13159(d) Health and Safety Code.

## **2500.07 Accountability**

It is the responsibility of registered instructors and accredited facilities to maintain the procedural standards and ethical conduct by which they were granted registration or accreditation. The OSFM will reevaluate the registration status of an instructor, or accreditation status of a facility, in the event that compliance with these standards comes into question.

(a) Complaints by students, instructors, fire technology directors or fire officers, regarding instructors or academies will be reviewed and investigated by the OSFM when the complaint is in writing and directed to the Division Chief of State Fire Training, Assistant State Fire Marshal or State Fire Marshal.

**Note:** Authority cited: Section 13157(a), 13159(b), (d) and 13159.8(a), Health and Safety Code.

## **2500.08 Suspension or Revocation**

Corrective action shall be taken to ensure compliance with the procedures and ethical conduct of the OSFM and to call to the instructor's or accredited facility's attention any problems that have been reported.

(a) A negative report shall be investigated and corrected, if necessary, by the Division Chief of State Fire Training.

(b) Written comments and negative reports will serve as documentation in the instructor's or accredited facility's file as an infraction or breach in procedures or ethical conduct in accordance with Section 2500.00 CCR. Written comments and negative reports shall form the basis for the OSFM to conduct an investigation on the validity and seriousness of the complaint.

(c) Multiple written comments may lead to a notice of suspension or revocation of instructor registration or facility accreditation.

(d) Suspension of instructor registration or facility accreditation shall be based on documented evidence of breaches in procedures or ethical conduct. The instructor or accredited facility's shall receive a written notice of the proposed suspension that will include the specific details of the infractions and 60 days, to respond in writing, before the suspension takes effect. The written notice shall contain information on the appeal process to the suspension.

(1) State Fire Training or one of its authorized representatives has the authority to suspend a class or instructor if a violation or threat to public safety has occurred. Such an action shall be documented by the State Fire Training representative and the instructor will be required to cease all instructional activities immediately.

(e) Revocation of instructor registration or facility accreditation shall be based on documented evidence of breaches in procedures or ethical conduct in accordance with Section 2500.00 CCR. This action may be heard

administratively. The instructor or accredited facility will receive written notification that shall include specific details of breaches in procedures or ethical conduct and the penalty proposed from the Division Chief of State Fire Training.

(1) The written notice of revocation to an instructor or accredited facility shall include the specific details of the infractions, and revocation shall be effective immediately, upon receipt of the notice. The written notice shall contain information on how to appeal the revocation.

**Note:** Authority cited: Section 13157 Health and Safety Code.

## **2500.09 Appeals**

(a) The first level of appeal shall occur with the instructor or accredited facility submitting, in writing, to the Assistant State Fire Marshal all evidence to support reversing the suspension or revocation action within 60 days of receiving their notice of suspension or revocation. The registered instructor or accredited facility may request in writing an administrative hearing, conducted by the Assistant State Fire Marshal, to fully examine the issues.

(1) After review of all submitted materials and/or testimony provided during an administrative hearing, the Assistant State Fire Marshal shall, by written letter, notify the instructor, accredited facility and State Fire Training of the decision to uphold, modify, or withdraw the action along with the next level of the appeal process within 45 days.

(b) The second level of the appeal process shall occur with the instructor or accredited facility submitting, in writing, to the Statewide Training and Education Advisory Committee (STEAC) all evidence to support reversing the suspension or revocation action within 60 days of receiving the Assistant State Fire Marshal's decision. The Assistant State Fire Marshal shall agendaize this request at the next regularly scheduled STEAC meeting.

(1) After review of all submitted materials and/or testimony provided during an administrative hearing, STEAC shall, by written letter, notify the instructor, accredited facility and State Fire Training of the decision to uphold, modify, or withdraw the action along with the next level of the appeal process within 45 days of their decision.

(c) The final and third level of the appeal process shall occur with the instructor or accredited facility submitting, in writing, to the State Fire Marshal all evidence to support reversing the suspension or revocation action within 60 days of being notified by STEAC of their decision.

(1) The State Fire Marshal shall, by written letter, notify the instructor, accredited facility and State Fire Training of the decision to uphold, modify or withdraw the action within 60 days of the date of the appeal.

(2) The decision of the State Fire Marshal shall be final and binding.



## **2500.10 Reinstatement**

Reinstatement as a registered instructor or accredited facility shall be achieved by meeting all terms of disciplinary action and by reapplying and meeting the current requirements as a registered instructor or accredited facility.

**Note:** Authority cited: Section 11425.10, Government Code and 13157(a), Health and Safety Code.

## **2500.11 Instructor Orientation and Classroom Ethics**

All registered CFSTES instructors and accredited facility staff shall complete State Fire Trainings “Regional Instructors Orientation” and “Ethical Leadership in the Classroom” training programs before a CFSTES or FSTEP course request will be approved by State Fire Training.

**Note:** Authority cited: Section 13159(d) and 13159.8(a) Health and Safety Code.

## **2500.12 State Fire Training Fees**

The following fees have been approved by the Statewide Training and Education Advisory Committee, State Board of Fire Services and the California State Fire Marshal:

### (a) Certification Fees

<u>Chief Officer</u>	<u>\$ 90.00</u>
<u>EMT-I Initial Certification</u>	<u>\$ 25.00</u>
<u>EMT-I Recertification</u>	<u>\$ 25.00</u>
<u>Fire Apparatus Driver/Operator I</u>	<u>\$ 65.00</u>
<u>Fire Chief</u>	
▪ <u>Application</u>	<u>\$50.00</u>
▪ <u>Application Submittal</u>	<u>\$200.00</u>
▪ <u>Application PACE IV Review</u>	<u>\$250.00</u>
<u>Fire Fighter I</u>	<u>\$ 40.00</u>
<u>Fire Fighter II</u>	<u>\$ 40.00</u>
<u>Fire Instructor I</u>	<u>\$ 65.00</u>
<u>Fire Instructor II</u>	<u>\$ 65.00</u>
<u>Fire Instructor III</u>	<u>\$ 65.00</u>
<u>Fire Investigator I</u>	<u>\$ 65.00</u>
<u>Fire Investigator II</u>	<u>\$ 65.00</u>
<u>Fire Marshal</u>	<u>\$ 65.00</u>
<u>Fire Mechanic I</u>	<u>\$ 65.00</u>
<u>Fire Mechanic II</u>	<u>\$ 65.00</u>
<u>Fire Mechanic III (Master Mechanic)</u>	<u>\$ 65.00</u>
<u>Fire Mechanic Recertification</u>	<u>\$ 60.00</u>

<u>Fire Officer</u>	<u>\$ 65.00</u>
<u>Fire Prevention Officer</u>	<u>\$ 65.00</u>
<u>Fire Protection Specialist</u>	<u>\$ 65.00</u>
<u>Hazardous Materials Technician</u>	<u>\$ 65.00</u>
<u>Hazardous Materials Specialist</u>	<u>\$ 65.00</u>
<u>Plans Examiner</u>	<u>\$ 65.00</u>
<u>Public Education Officer I</u>	<u>\$ 65.00</u>
<u>Volunteer Fire Fighter</u>	<u>\$ 25.00</u>
<u>Duplicate Certificate</u>	<u>\$ 35.00</u>

(b) Retake Exam Fees

<u>CFSTES Course</u>	<u>\$ 35.00</u>
<u>EMT-I Course</u>	<u>\$ 35.00</u>

(c) Duplicate Course Certificate Fees

<u>CFSTES</u>	<u>\$ 35.00</u>
<u>EMT-I</u>	<u>\$ 25.00</u>
<u>FSTEP</u>	<u>\$ 20.00</u>

(d) Course Equivalency Fee

<u>Course Equivalency Certificate</u>	<u>\$ 60.00</u>
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(e) PACE III Review Fee

<u>PACE III REVIEW</u>	<u>\$ 60.00</u>
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(f) Academy Accreditation

<u>Application Processing</u>	<u>\$500.00</u>
<u>Site Team travel Expense not to exceed</u>	<u>\$2,000</u>

(g) The State Fire Marshal shall make adjustments to the fee schedule by annually reviewing, and revising as necessary, the California Fire Service Training Program in accordance with Section 13159.4, Health and Safety Code.

**Note:** Authority cited: Sections 13157(d), (e), 13159.4, 13159.8(e) and 13159.10 Health and Safety Code.

**2500.12 California Fire and Arson Training Fund**

All revenue collected from State Fire Training fees, gifts or grants shall be paid into the California Fire and Arson Training Fund (CFAT) and these moneys shall

be available when appropriated by the Legislature for the Office of the State Fire Marshal to carry out the provisions of these regulations.

**Note:** Authority cited: Section 13159.8 and 13159.10(a) Health and Safety Code.